



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Finance

POSITION: Assistant Finance Director

SALARY: \$7,223.97 - \$8,612.81/month (Range 38)

EXAM TYPE: Oral Interview

DUTIES: See job description

QUALIFICATIONS: **Experience:** Five years of increasingly responsible experience in financial management with at least two years of supervisory experience in public finance.
Education: A Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field. A Master's Degree in accounting or a closely related field and/or a licensed Certified Public Accountant is highly desirable.
Additional Requirement: Possession of a valid California Driver's License.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: February 14, 2018 by 5:00 PM

(Posted 01/24/18)



CITY OF BRAWLEY

CLASS TITLE: Assistant Finance Director

BASIC FUNCTION: Under general direction of the Finance Director, performs professional accounting work for financial and payroll analysis and reporting; maintains financial and payroll records; and performs related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Assists in supervising the accounting functions of the Finance Department, including routine and general accounting procedures.
- Prepares quarterly financial analysis and reports on revenues, expenditures and reimbursements.
- Performs technical work in the development of policy and procedures for internal controls, special accounting procedures, budgetary accounting procedures and systems, payroll related accounting and reporting, and monthly budget reporting.
- Prepares and maintains reporting of bank reconciliations, monthly statements of receipts and audit warrants, general and subsidiary ledgers, purchase orders, and service contracts.
- Ensures compliance with all relevant State and Federal regulations, as well as the Brawley Municipal Code, and City Administrative Procedures and Policies.
- Assists City Manager and Finance Director in preparing the proposed and final budgets for the City, along with midyear review and updates as required. Also assists in development and formulation of policy alternatives and recommendations to balance the City's long range financial plans.
- Assists in planning, organizing, and directing the financial activities of the City, including auditing, accounting, cash flow analysis, billing and revenue recordation, payable and expenditure processing and budget control.
- Responds to citizen complaints and requests for information.
- Assists in the selection, supervision, training and evaluation of assigned staff.
- Is responsible for maintaining and updating all payroll functions.
- Acts as the Finance Director during absences and when otherwise designated.
- Performs related assignments, as necessary.

KNOWLEDGE AND ABILITIES: select, supervise, train, and evaluate assigned staff.

Knowledge of:

- Principles and practices of governmental accounting;

Revised & Approved 1/24/2018

- Ordinances, resolutions and laws affecting municipal financial operations;
- Modern municipal budgetary techniques, practices and systems;
- Principles and practices of public administration;
- Development agreements and related development contract documents
- Computer hardware, software and peripherals to enter, retrieve, research and manage databases, specialized, GIS and related software

Skills in:

- Effectively analyzing and interpreting fiscal and accounting information
- Effectively communicating in both oral and written communications
- Preparation of accurate and timely financial statements and reports
- Methods for improving accounting and record keeping procedures
- Preparing accurate revenue and expenditure forecasts
- Handling and prioritizing multiple funding sources, projects and programs
- Identifying and projecting fiscal impacts of trends or projects on existing businesses and the community and
- Establishing and maintaining effective working relationships with other employees, departments, outside agencies and City customers

EDUCATION AND EXPERIENCE:

Experience: Five years of increasingly responsible experience in financial management with at least two years of supervisory experience in public finance.

Education: A Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field. A Master's Degree in accounting or a closely related field and/or a licensed Certified Public Accountant is highly desirable.

Additional Requirement: Possession of a valid California Driver's License.

WORKING CONDITIONS:

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.